Storyboards for the STD/HIV Web-Based Training (WBT) Certification Course: Paperwork Module, Field Record Form

Tuesday, February 21, 2006

Ver. 1.1

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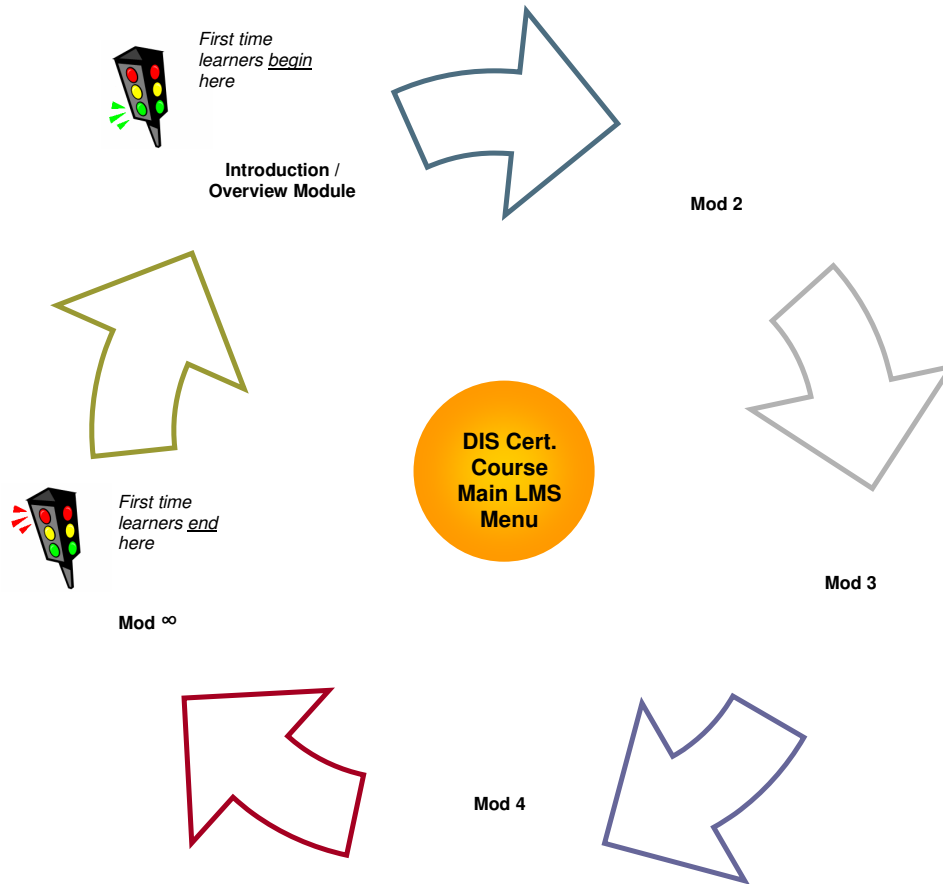804.874.9325
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Overview

This storyboard document details the learners' experience throughout the **DIS Certification** Web-Based Training (WBT) Course. The storyboard *screen numbers* below are simply an aid to reading/editing this document and do not reflect the exact/final screen number and placement within the final course at this time. Although a learner can select and complete each module in any order, there is a recommended path learners should take the *first time* through the course to gain the most value from the content. This path is presented in the diagram below[1]:

1. Learners select the HIV/STD Web-Based Training (WBT) Certification Course from the LMS.

2. From the Left Navigation Menu, the learner selects the "Introduction/Overview" module.

3. Learners then begin the lesson instruction.

*First time
learners begin
here*

**Introduction /
Overview Module**

Mod 2

**DIS Cert.
Course
Main LMS
Menu**

Mod 3

*First time
learners end
here*

Mod ∞

Mod 4

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[1] Note: The above diagram depicts the recommended learning path for *first time* learners. However, learners can choose to complete any of the course modules in any order they desire.

Legend

Screen Type Abbreviations	Description	Typical Use
T/GRFX	Text and graphics only	Instructional Screen
TAG	Text, audio, and graphics	Instructional Screen where audio is preferred to reinforce a key concept
Flash	Flash animation	Introductory screen to a module or lesson; used to model a correct task or behavior
INT	Interaction	Used throughout a lesson as a comprehension check and/or for module-level quizzes to certify a learner on specific instructional content (see specific INT types below)
M/C	Multiple Choice	See INT above
T/F	True/False	See INT above
FIB	Fill in the Blank	See INT above
WB	Word Bank	See INT above (Articulate only)
MATCH	Watching	See INT above (Articulate only)
DRAG	Drag and Drop	See INT above (Articulate only)
WQ	Word Quiz	See INT above (Articulate only)
SQ	Sequence	See INT above (Articulate only)

Module 3: Paperwork, Field Record Form

Storyboards for STD/HIV Web-Based Training (WBT) Certification Course				
Screen Reference	Screen Type	Instructional Content	Screen Image(s) / Animation	Programming Notes
M3.1	TAG	Screen Heading: Paperwork, Field Record Form Welcome to the Paperwork, Field Record Form Module! When you complete this module, you'll be able to: • Understand the need to accurately and correctly complete the Field Record and Interview Record. • Explain the relevancy of specific fields on the Field Record form and how they relate to each other and to other aspects of a DIS' role and completing other forms, such as the Interview Record. • Know how to route the different colored copies of the Field Record form. Click on the "Forward" button below to begin!	Module imagery TBD.	Brief (10 sec.) motivational music begins upon screen entrance and fades out upon narrator entrance. Narration of text.
M3.2	T/GRFX	Screen Heading: Paperwork, Field Record Form The Field Record is used to assist DIS's in their case management efforts. The Field Record also provides DIS's with a tool to capture critical observations and information about the patient and any investigative efforts. In other words, you should use the Field Record to capture any and all of your **investigative efforts.**		
M3.3	T/GRFX	Screen Heading: Paperwork, Field Record Form Because of the importance and usefulness of this tool, it's		

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Screen Reference	**Screen Type**	**Instructional Content**	**Screen Image(s) / Animation**	**Programming Notes**
		important to understand the sometimes subtle nuances for completing the Field Record. Get it right and this tool will be a tool you use constantly in your case management efforts. Get it wrong and this form provides little to no value. With that in mind, let's now turn to how to **get it right!**		
M3.4	INT T/F	Screen Heading: Paperwork, Field Record Form The Field Record can be used to record critical information as observations about the patient. True = Correct		
M3.5	T/GRFX	Screen Heading: Paperwork, Field Record Form Below are links to two PDF files: • The Field Record form • The Field Record form instructions You can click on each to access these two file icons and print them so that you can reference them at any time during this module. Do so now and then click the "forward arrow" button to continue when you're ready.		
M3.6	T/GRFX	Screen Heading: Paperwork, Field Record Form You should already be familiar with how to complete the Field Record form before taking this course. This module will **not** teach you how to complete the form. For that, make sure that you download the instructions from the previous screen (go there now if you need to do so), print them off, and refer to them as needed.		

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Screen Reference	**Screen Type**	**Instructional Content**	**Screen Image(s) / Animation**	**Programming Notes**
M3.7	T/GRFX	Screen Heading: Paperwork, Field Record Form What this module will teach you are the subtle – yet critical – nuances about this form and why it is so important to get it right every time. In the end, people's lives depend on it. With that said, let's get to it!		
M3.8	T/GRFX	Screen Heading: Paperwork, Field Record Form First, it's important to note that a Field Record is used to capture any and all **investigative activity.** You might open a new Field Record based on a Lab report that suggests an individual has tested positive for an STD. Or, during the course of an interview with a case, partner, or cluster, you might need to open a new Field Record based on the information you learned during that interview.		
M3.9	T/GRFX	Screen Heading: Paperwork, Field Record Form The key take away here is this: when you learn new information that might require investigative activity, open a Field Record. If subsequent activity on that subject turns out negative or simply a dead end, you can close out that Field Record. But, when in doubt, create a Field Record and investigate. What you might learn in the process could be the difference between containing an outbreak and getting an individual to treatment sooner rather than later.		
M3.10	ITN T/F	Screen Heading: Paperwork, Field Record Form		

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Screen Reference	**Screen Type**	**Instructional Content**	**Screen Image(s) / Animation**	**Programming Notes**
		The Field Record is used to track any and all investigative activity related to a patient. Correct = True		
M3.11	T/GRFX	Screen Heading: Paperwork, Field Record Form Let's talk briefly about the need to completely and accurately document your investigative actions on the Field Record. From the *CDC Program Operation Guidelines for STD Prevention: Partner Services* (*http://www.cdc.gov/std/program/partners.pdf*): "Interview and field records, whether on paper or in an electronic format, must be viewed as **legal** and **confidential** documents. As such, every effort must be made to ensure that each record is **complete**, **accurate**, fully legible, and able to stand the test of careful scrutiny."	Display quote in a separate box w/in the screen so that learners immediately recognize it as a citation.	Make the POG an attachment.
M3.12	T/GRFX	Screen Heading: Paperwork, Field Record Form It's important to note here the phrase "legal and confidential" with regards to the Field Record. You have a **legal obligation** to complete each Field Record completely and accurately. You also have an **ethical obligation** to keep the information recorded on these forms 100% confidential at all times.		
M3.12a	INT M/C	You have a _____ obligation to complete each Field Record completely and accurately. 1. legal		

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Screen Reference	**Screen Type**	**Instructional Content**	**Screen Image(s) / Animation**	**Programming Notes**
		2. legal and ethical 3. legible 4. confidential and legible Correct answer = 2		
M3.13	T/GRFX	Screen Heading: Paperwork, Field Record Form The remainder of this module will deal with helping you to keep those legal and ethical obligations every time you undertake an investigative activity.		
M3.14		DELETED		
M3.15	TAG	Screen Heading: Paperwork, Field Record Form Jan's been sent a Field Record from another jurisdiction. As she begins reading the form, she realizes there's some missing information and information that the DIS provided that doesn't correspond to other information captured on the form about the individual. Jan picks up the phone to try to contact the initiating DIS. She finally gets the contact information for the DIS to get an explanation only to get their voice mail. Days go by with repeated unsuccessful tries to reach each other. Finally, Jan connects but the other DIS can't remember the details she is looking for.		Need to designate a narration screen visually from a T/GRFX screen. Create an "audio" icon for visual ID of screen type. TAG screens used in this module to introduce a scenario.
M3.16	TAG	Screen Heading: Paperwork, Field Record Form Frustrating scenario? You bet. Let's take a closer look at some common Field Record omissions and errors that can prevent the previous scenario from happening to you…		
M3.17	T/GRFX	Screen Heading: Paperwork,		

Storyboards for STD/HIV Web-Based Training (WBT) Certification Course				
Screen Reference	Screen Type	Instructional Content	Screen Image(s) / Animation	Programming Notes
		Field Record Form As you've just learned, others besides you will reference the Field Records that you initiate. Although you might not feel the need to capture every complete detail of an investigation, think of the "other guy" who might need to reference your Field Record. They likely won't have the information that's perhaps in your head about this subject. Do them and yourself a favor and complete every Field Record **completely** and **accurately**.		
M3.17a	INT T/F	Besides making your job easier, completing a Field Record as completely and accurately as possible also benefits the individual potentially being investigated, any/all associates and partners of him or her, as well as any other public health official who might reference your Field Record now or in the future. Correct answer = True		
M3.18	T/GRFX	DELETED		
M3.19	T/GRFX	DELETED		
M3.20	TAG	Screen Heading: Paperwork, Field Record Form Pam, a DIS, is initiating a Field Record on John, a sex partner of an index patient with confirmed primary Syphilis that Pam interviewed the week prior. Pam checks the "Partner" field, but fails to write "710" in the "Disease 1" field. By doing so, Pam is only recording part of the story as the Field Record doesn't indicate what disease John might've been exposed to.		

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Screen Reference	**Screen Type**	**Instructional Content**	**Screen Image(s) / Animation**	**Programming Notes**
M3.21	TAG	Screen Heading: Paperwork, Field Record Form Let's take this scenario one step further. Pam has to travel out of state on short notice to attend a family funeral and turns over her open cases to another DIS. Pam's colleague picks up the Field Record for John and has no idea what specific disease John has been exposed to.		
M3.22	INT M/C	We require that Field Records be filled in completely and accurately for several reasons. As the previous scenario hopefully demonstrated, one reason should be very clear: 1. You may not be the only person who needs to refer to this record of investigative activity. 2. You might be called to fill in the blanks for missing information on a field Record. 3. Both 1 and 2 4. Neither 1 and 2 Correct answer = 1		
M3.23	TAG	Screen Heading: Paperwork, Field Record Form Here's another real example of how a piece of missing information can have a significant impact on a case… Andre initiates a Field Record on Marsha based on a lab report he's just received. Andre indicates that Marsha has had a penicillin treatment, but fails to write down the specific type and duration of that treatment.		
M3.24	TAG	Screen Heading: Paperwork, Field Record Form But, Marsha is known to have had Syphilis for more than a		

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		year and needs to be on a longer duration of treatment in order to cure the disease. Without this critical information, we don't know if Marsha has been adequately treated and will have to conduct further follow-up to verify.		
M3.25		DELETED		
M3.26	TAG	Screen Heading: Paperwork, Field Record Form Here's an example on how leaving out something as seemingly non-important as some basic personal information can have a dramatic effect… Kesha completes a Field Record on Miguel Gonzales, a sex partner to primary Syphilis, based on information from a woman who Kesha has interviewed. But Kesha fails to record Miguel's "Height", "Size/Build" and "Age/D.O.B." on the Field Record. When Kesha arrives at the address on the Field Record, and asks to speak to Miguel Gonzales, a teenager answers the door who says that he is Miguel Gonzales.		
M3.27	TAG	Screen Heading: Paperwork, Field Record Form After introducing herself, Kesha informs the boy of the reason for her visit. At which point, the teenager informs Kesha that perhaps she should be talking to his father, also named, you guessed it, Miguel Gonzales.		
M3.28	TAG	Screen Heading: Paperwork, Field Record Form As you can see, Kesha's Field Record omission has caused a		

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		host of problems including a breech of confidentiality, the potential embarrassment of young Miguel, and possibly anger concerning his father, since he assumes that his father didn't get Syphilis from his mother and his father's wife.		
M3.28a	INT M/C	Kesha's Field Record omissions in the previous scenario caused a host of problems, including: 1. A breech of confidentiality 2. Potential legal issues 3. Potential loss of trust with the older Miguel 4. All of the above Correct answer = 4		
M3.29	TAG	Screen Heading: Paperwork, Field Record Form Sheila is completing a Field Record on a pregnant woman who has been identified as possibly having Chlamydia as a result of an interview with the woman's Chlamydia-positive sex partner. Sheila circles "Y" in the "Pregnancy" box, but fails to indicate the number of weeks ("wks") on the form since she didn't think to ask her partner this question.		
M3.30	TAG	Screen Heading: Paperwork, Field Record Form By knowing this information, Sheila's investigation with this woman might've been closed more quickly if she had thought to ask the woman if she had already had her first prenatal visit and if so, had she been screened for STD's. As it turns out, the woman had been screened for Chlamydia		

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		during her first prenatal visit and had tested negative.		
M3.31	INT T/F	A DIS should always indicate on a Field Record if a female is pregnant. Additionally, the DIS should indicate the exact number of weeks this person has been pregnant or at least the best estimate. Correct answer = True		
M3.32	TAG	Screen Heading: Paperwork, Field Record Form Jason was in a hurry, so he grabbed his briefcase and hurried to his car so he could get to his 11:00am appointment with Mark, a sex partner of a person with Syphilis. When Jason was almost to the town where he was meeting Mark, he glanced at the Field Record that only listed Mark's address. It was then that he realized that he had no idea how to get to the coffee shop where he was meeting Mark. Jason also did not do a map search before he left. By the time Jason pulled over, got someone back at the office to provide him the directions, he was late for his meeting with Mark which made the beginning of his meeting with Mark, difficult at best.		
M3.33	INT M/C	In the previous scenario, how could Jason have avoided his mistake? He could have: 1. Printed off a map before he left 2. Write the directions in the "Other Identifying, Locating, or Medical Information" field 3. Neither 1 or 2 above		

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Screen Reference	**Screen Type**	**Instructional Content**	**Screen Image(s) / Animation**	**Programming Notes**
		4. Both 1 and 2 above Correct answer = 4		
M3.34	T/GRFX	Screen Heading: Paperwork, Field Record Form The "Other Identifying, Locating, or Medical Information" field is large enough to capture lots of information that can't be captured elsewhere on the form. Jason could've simply written down the directions from the interstate to the coffee shop where he was meeting Mark in the "Other Identifying, Locating, or Medical Information" field and saved himself the embarrassment of being late for his appointment.		
M3.35	T/GRFX	Screen Heading: Paperwork, Field Record Form Remember that being punctual is part of the level of professionalism that's expected of a DIS. If Jason wanted to do everything he could to build rapport with Mark, he didn't help himself by being late to his first meeting with this potentially at-risk individual.		
M3.36	INT M/C	The "Other Identifying, Locating, or Medical Information" field can be used to capture: 1. Driving directions 2. Pregnancy status 3. Medical information not captured elsewhere 4. Both 1 and 3 5. Both 1 and 2 Correct answer = 4		
M3.37	TAG	Screen Heading: Paperwork, Field Record Form During Jason's meeting with		

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		Mark, the sex partner of a person with syphilis, Mark identifies two additional associates who might be infected as well. However, one of those individuals, Rhonda, lives in another jurisdiction. What is Jason's responsibility regarding the Field Record before turning over this part of the investigation to the new jurisdiction?		
M3.38	TAG	Screen Heading: Paperwork, Field Record Form The three Field Record fields that Jason must complete fully are: • OOJ No. • OOJ Area • Due Date In order to ensure that the receiving jurisdiction processes their end of the investigation in a timely manner, Jason calls [who?] to get the "OOJ No." for his Field Record, completes the rest of the OOJ portion of the original Field record and mails it and the new cross-referenced Field Record to the to receiving jurisdiction.		
M3.39	INT T/F	As an alternative in the previous scenario Jason could have started a new Field Record for the new jurisdiction and then entered that new field Record number in the "OOJ No" field of the original Field Record and mailed the copy to the new jurisdiction. Correct answer = True		
M3.40	T/GRFX	Screen Heading: Paperwork, Field Record Form One last type of "missing information" error we'll discuss regards the "Exposure" area of		

Comment [rj1]: I believe that he is supposed to call the ICCR desk (Kevin Jones on the 2nd floor), who is responsible for assigning the OOJ numbers and calling to the other jurisdiction, ICCR=Interstate Communication and Control Record

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		the Field Record. In addition to not completing this section at all, another common error is to not be as specific as possible in what gets written down in these fields.		
M3.41	TAG	Screen Heading: Paperwork, Field Record Form Phyllis initiates a Field Record on Beth, who was named as a sex partner of a syphilis case. According to the original patient, she's his only sex partner to his knowledge. So, the "Exposure" information that Phyllis should've been able to get from the original patient should've been very specific.		
M3.42; M3.42a; M3.42b	T/GRFX	Screen Heading: Paperwork, Field Record Form Specifically, Phyllis should've been able to get the specific date of the original patient's first exposure to Beth, or as close to that date as possible, and recorded that date in the MM/DD/YY date format. She should've also been able to record the frequency. Again, being specific as possible in this situation should've been relatively easy (e.g., 3/week) and more specific than something as vague as "frequent". The last piece of "Frequency" information Phyllis should've been able to get was the date of the last exposure ("Last"), also recorded in MM/DD/YY date format.		Note: due to the image size, I broke this down into 3 unique screens; one for each paragraph in the corresponding storyboard cell.
M3.43	INT M/C	The most important reason for writing down specific "Exposure" information is that it:		

		Storyboards for STD/HIV Web-Based Training (WBT) Certification Course		
Screen Reference	**Screen Type**	**Instructional Content**	**Screen Image(s) / Animation**	**Programming Notes**
		1. Tells a more complete story about the relationships of the exposure of those possibly infected. 2. Your supervisor says you should do it 3. Is "nice to know" information 4. None of the above Correct answer = 1		
M3.44	TAG	What if Beth's sex partner wasn't really her only sex partner? Without this specific frequency information, Phyllis wouldn't have a complete picture regarding this potential spread of the disease, making not only her job more difficult, but putting others at risk.		
M3.45	T/GRFX	Screen Heading: Paperwork, Field Record Form Earlier we mentioned that one type of error DIS often make when completing Field Records is to not understand how one field is linked to another and the importance of ensuring that the information written into one field makes sense when considered with information written into a related field. Let's look at an example to explain this concept further…		
M3.46	TAG	Screen Heading: Paperwork, Field Record Form Shannon is closing a Field Record on a sex partner from an investigation she's been working on. She completes all the necessary information, including the Referral Basis information, indicating that this is a sex partner to Chlamydia ("Disease 1" field). Except, there's some critical information she forgot to write		

Screen Reference	Screen Type	Instructional Content	Screen Image(s) / Animation	Programming Notes
		down…		
M3.47	INT T/F	Critical to this investigation is the Examination information that Shannon forgot to get from the index case, specifically, the Examination 1. Date 2. Test 3. Result 4. Provider 5. Disposition 6. All of the above 7. 1 through 4 above Correct answer = 6		
M3.48	T/GRFX	Screen Heading: Paperwork, Field Record Form Why is this information so important? If Shannon is to determine if this referral has Chlamydia, it is critical that this information be captured on the Field Record. In this case, the sex partner is a female who is thought to be pregnant. If she is pregnant and has Chlamydia, then it's absolutely crucial that we verify her examination and treatment information. Chlamydia in pregnant women can cause a potentially fatal ectopic pregnancy. So, as you can see, knowing and recording this information is critical to not only this referral but potentially her unborn child as well. Let's look at another example…		
M3.49	TAG	Screen Heading: Paperwork, Field Record Form Quinton indicates that the person named on a Field Record he's completing has		

Screen Reference	Screen Type	Instructional Content	Screen Image(s) / Animation	Programming Notes
		been previously treated for Syphilis by writing "E" in the "Disposition" field of the "Disease 1" area on the form. But, in the Referral Basis "Treatment" area of the Field Record, Quinton fails to write in any treatment information. Here's another case where two sets of fields on the Field Record are linked and should always be completed with respect of each other.		
M3.50	INT T/F	Since the Field Record in the previous scenario needs to be sent to another jurisdiction for further investigation, Quinton has now burdened another DIS with finding out this information, potentially delaying the overall investigation and putting others at serious health risk. Correct answer = True		
M3.51	TAG	Screen Heading: Paperwork, Field Record Form Miles has initiated a Field Record on a sex partner of a patient who has been previously treated for Syphilis. In the process of his investigation, however, Miles conducted a cluster interview where this same individual was named as a suspect from another source. So, Miles completes the "Cluster" information on the same Field Record to capture this information, alongside of the "Partner" information he already recorded.		
M3.52	INT M/C	What did Miles do wrong in this scenario? 1. Conduct a cluster interview when he already had this information		

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Screen Reference	**Screen Type**	**Instructional Content**	**Screen Image(s) / Animation**	**Programming Notes**
		2. Record the "Cluster" information on the same Field Record as the "Partner" information 3. Both 1 and 2 above 4. Nothing Correct answer = 2		
M3.53	T/GRFX	Screen Heading: Paperwork, Field Record Form In the previous scenario, Miles should've initiated a new Field Record as a result of the cluster interview and not combined that additional information on the same Field Record. Otherwise, it becomes difficult to trace back information learned to its source if multiple sources are recorded on one form. This might seem trivial now, but the effects of which can become time consuming and costly to a patient in the end.		
M3.54	T/GRFX	Screen Heading: Paperwork, Field Record Form The last common error some DIS make is not completing the proper routing of the Field Record. As you know, there are four colored copies of the Field Record Form: • White • Pink • Yellow • Green Let's look at the routing process of each of these copies now.		
M3.55	TAG	Screen Heading: Paperwork, Field Record Form Melinda creates a new Field Record for Jeremy, a needle-		

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		sharing sex partner of another individual who was recently interviewed, referred, and is under treatment for HIV. Melinda was able to get Jeremy's name as a result of her work with the index patient. But, she's got to determine how far and wide this patient has spread this disease, so she records all the information she can about Jeremy and pursues an interview with him and any other partners, associates, or suspects of his who might be at risk.		
M3.56	TAG	Screen Heading: Paperwork, Field Record Form Melinda tears off the **pink** copy of the Field Record she initiated on Jeremy and sends that off to the State office to be filed. She also gives her Supervisor the **yellow** copy when she sees her later that afternoon for their weekly case review meeting. Melinda keeps the **green** copy to use during the course of her investigation. When complete, she'll file the **green** copy for future reference and send the **white** original copy to the State office once the investigation has been closed.		
M3.57	INT M/C	The Field Record's **yellow** copy: 1. Gets sent to the State office for filing 2. Is used by the DIS during the course of the investigation 3. Is given to the DIS's supervisor as a control copy 4. None of the above		

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Screen Reference	Screen Type	Instructional Content	Screen Image(s) / Animation	Programming Notes
		Correct answer = 3		
M3.58	TAG	Excellent! You've completed the instructional portion of this module. If you're ready to take the module quiz, click the "forward arrow" button now. This quiz will be scored, so take your time. Of course, you can re-take the quiz if you need to in order to achieve a passing score (85%). Good luck!		Randomize, scored quiz of 10 questions (of 14 total).
M3.59	INT M/C	The reasons for initiating a Field record include: 1. In place of an Interview Record 2. As a lab report follow-up on an individual 3. As a partner follow-up 4. Both 2 and 3 above 5. 1 through 3 above Correct answer = 4		
M3.60	INT M/C	The need for completeness and accuracy when completing a Field Record is: 1. Not important 2. Somewhat important 3. Important 4. Critical Correct answer = 4		
M3.61	INT T/F	If the Referral Basis is indicated as "Partner" or "Cluster", but the correct diagnosis code isn't written in the "Disease 1 field", that missing information is not critical to the investigation and potential treatment of the individual. Correct answer = False		
M3.62	INT M/C	Reasons why completeness and accuracy are so critical when completing a Field Record include:		

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		1. People's health can depend on it 2. Ethically and legally, it's the right thing to do 3. It can be a replacement for using an Interview Record if completely correctly 4. Choices 1 through 3 5. Choices 1 and 2 Correct answer = 5		
M3.63	INT T/F	The "Treatment Date" does not have to be completed for all STD's, only for certain STD-positive individuals. Correct answer = False		
M3.64	INT M/C	The "Exam Date" must be completed for all ____ positive individuals. 1. STD 2. HIV 3. STD and HIV 4. It depends Correct answer = 3		
M3.65	INT T/F	Field Record demographic information (e.g., Name, Address, Race, Sex, Height, Size/Build, etc.) is critical because such information can help you positively identify an individual Correct answer = True		
M3.66	INT M/C	In addition to writing down an individual's "Age" it's critical to supply the ____ as well 1. Place of birth 2. Date of birth 3. Both 1 and 2 4. Neither 1 or 2 Correct answer = 2		

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Screen Reference	**Screen Type**	**Instructional Content**	**Screen Image(s) / Animation**	**Programming Notes**
M3.67	INT M/C	If an individual that you're initiating a Field Record on is a female, you must select a "Pregnancy Status". If you select "Y", a field that helps complete an individual's pregnancy "story" is the _____ field: 1. "wks" 2. "Ethnicity" 3. "Age/D.O.B." 4. "Complexion" Correct answer = 1		
M3.68	INT T/F	A field that you should use to write down any information that doesn't fit anywhere else on a Field Record is the "Identifying, Locating, or Medical Information" field. Correct answer = True		
M3.69	INT M/C	When a Field record needs to be sent to another jurisdiction, which three fields need to be completed fully, in addition to the normally required Field Record fields? 1. OOJ No., OOJ Area, and Provider 2. OOJ No., OOJ Area, and Due Date 3. OOJ No., OOJ Area, and Initiating Agency 4. OOJ No., OOJ Area, and Investigating Agency Correct answer = 2		
M3.70	INT M/C	When "Disease 1" is completed on a Field Record, the fields in this area of the form also need to be filled out: 1. The Examination area fields 2. The Treatment area fields 3. 1 and/or 2 above 4. Neither 1 or 3 above		

Screen Reference	Screen Type	Instructional Content	Screen Image(s) / Animation	Programming Notes
		Storyboards for STD/HIV Web-Based Training (WBT) Certification Course		
		Correct answer = 3		
M3.71	INT	The white colored copy of the Field Record: 1. Is a control copy that goes to the DIS's supervisor 2. Stays with the DIS until the case is closed and then gets filed 3. Goes to the state office when a case has been closed and dispositioned 4. None of the above Correct answer = 3		
M3.72	INT M/C	The yellow colored copy of the Field Record: 1. Is a control copy that goes to the DIS's supervisor 2. Stays with the DIS until the case is closed and then gets filed 3. Goes to the state office when a case has been closed and dispositioned 4. None of the above Correct answer = 1		Show student score and then branch to pass/fail screen based on score.
M3.73	T/GRFX	Excellent! You've completed the Paperwork Module, Field Record Quiz – and this module! Take a break and when you're ready, move on to the next module.		

Module Stats	
Interaction/Evaluation Screens (Exc. Module Challenge):	**15**
Text/Instructional Screens:	**47**
Total Screens:	**62**
Text-to-Interaction Ratio (Exc. Module Challenge):	**4.1:1**[2]

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[2] The formula is [total # of text screens / total # of interaction screens] = Text-to-Interaction ratio. SDC strives to achieve an approximate 4:1 interaction-to-instructional screen ratio.

Module Stats	
Readability Level (Flesh-Kincaid):	**10.7**[3]

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[3] The Flesh-Kincaid Readability Index is formulated to provide an approximate school grade reading level. For example, an Index of 8.0 means that the text approximates material written to an 8th-grade reading level. For reference purposes, on average a typical newspaper is written to about an 8th-grade reading level. The medical nature of the instructional content drives up the reading level in this course.